## LICENSE PLATE AUCTION GROUP (LPAG)

Colorado Department of Revenue 1881 Pierce, Room 110, Lakewood Colorado

## Minutes to the Meeting

Members in Attendance: Rich Medina, Dave Ferrill; Mark Simon, Jonathan Oliver, Gina Robinson, Maren Rubino, Peter Pike

Guests in Attendance: Ryan Carson

**CONVENE:** 10:02 a.m.

No volunteers for position of secretary – Gina will take notes for the July 29<sup>th</sup> meeting

**NEW BUSINESS**: Dave Ferrill – appointee of Peter Pike for Economic Development – welcome and Dave requested that Peter be the rep for the agency. Rep of and Appointee of distinction – appointment based on past performance and suitability for the role and not because you operate under the purview of the agency. Very pleased that Peter will rep the agency.

Update on recruitment for new position that were added by the new legislation:

Mark Introduced Ryan Carson – works for Colorado Wyoming Chapter of the MS society and would be interested in filling open slot for provider.

Disability benefits support contract committee – they have two roles – spend the money that this group generates to provide application and appeal assistance for SSI and Medicaid Long Term Care –  $2^{nd}$  role is they administer the cash fund established by the legislature to give out monies – more applications than seats. Going back to possible applicants to see if they will join this group instead. The bill did create new appointment slots for this committee and the Disability Benefits Committee as well.

They have already met three times and the next meeting will be to approve the funds for this group to use.

4 new seats on this committee – all appointed by the Governor

1 for someone who represents the program that provides advocacy

Other three are open community appointments and should be used for expertise we are missing at the table – auction experience, etc.

Loan proposal update: Contract committee moving forward on this and may need a bit of assistance from state folks. Need interagency agreement as a sample.

Maren will ask her folks to see if they can come up with an agreement as a sample. Dave Ferrill might have a sample too from a project they are working on and they have someone internally who might have documents to use as a sample too. Division Director is Jeff Kraft and Dave will see if he can get Mark in touch with him to see if they can help.

Peter has a question about the loan agreement – where to where:

Disability Investigational pilot Benefits Supports cash fund to whatever the LPAG cash fund is called. Is Who is going to cut the check to the contractor? – Technically it will come from the Gov Office.

Is the govs office ready to cut a check to the people doing the work? Kelly is looking into this — but they need a format etc.

Is there a number fund set up already and is the line ready for writing checks?? Kelly has not asked that specific question but can ask. Gina and Maren can help Kelly figure this out with what she needs to ask the staff there and how.

Kelly is the support person for this group, as well as the Disability Benefits Support Committee. Peter is also offering to help in any way needed.

Statement of work RFP update: SOW as been drafted for manager of the program – not for the auction house, etc.

Peter: New questions from the group writing this RFP: What does it look like as far as the selection process? Amy expectations from the Gov office as to who makes the selection? Who is interested in being a part of the selection committee? Once they respondent is selected – issue of oversight – LPAG should have oversight but the contract is with the Gov Office. How does this work?

Who is interested in RFP selection?: Maren: No idea how many entities are going to respond. Might be 40 hours per person.

Rich, Gina, Mark, Kelly (to review only), Peter

Rich: Are we governed by state procurement rules? YES but Kelly is following up to see what the process is there rather than in a state agency. Are they going to require us to follow the rules or use their own timelines, etc.

Kelly: Getting samples of parameters of the RFP process through Gov office from her procurement folks. We need to take a stab at it to see if it fits. It may be due to the total amount of the contract.

Leanne: Aware of elected official exemption from the procurement rules but not sure how it falls within the current Administrations take on it.

The amount that may be awarded would be above the 30,000 dollar state cut off. We are really looking at 80,000 to 100,000.

Peter is talking to William Browning today – William suggested a Vendor day – schedule time for all potential bidders to come in and do a presentation. Verbal RFI – they would be giving us the information on how they would administer this program.

Once Gov Office write contract with vendor – who manages the contract – who does this from our end?

Rich – vendor management role is important within his agency. It can be a significant amount of time. He thinks it should be done. He will get key points that we need to follow from his vendor management staff.

Peter: Subcommittee to go over the contract and management once a month

Or can get one person to manage it,

Maren: Would suggest a sub contract subcommittee that meets prior to or after this meeting. Also there would be a group to pick up the slack for others.

Roles may need to be better defined since the group is getting bigger.

42.1.403.5.H – to hire employees and professional advisors as needed – who does this? We have the authority to hire etc. Do we sign the contract or do they? Do we oversee or do they?

LeeAnn: experience with other offices under the Gov offices umbrella – Film and Television Office has been state of Colorado and the Office of Film Television and Media – will meet the chain of authority – the group would be in a better position to supervise.

Maren: What is a normal structure?

Leann:

Chair

Vice Chair

Secretary

Treasurer

All would/could have the authority to make decisions for the entire group. Defaco committee are of officers of the group. ED is also a member of the group – usually an employee of the Board and is a member of the Executive Committee.

All would be in conjunction with the Gov office.

Gina will put together outline for structure for positions for the group as well as a  $2^{nd}$  option following Disability Council for  $1^{st}$  and  $2^{nd}$  chairs. Agenda item for August  $26^{th}$  meeting.

Explore the option of hiring a .50 FTE to help the group function.

Tony Anderson: DOR Rule Proposal – registration number auction

Draft of rule from DMV staff – Maren has not reviewed yet so not quite ready to review.

Tony – when is a number ready to be auctioned? 25 month after expiration it would be eligible to be reserved by this group. This would be for existing plates that someone already has that we are trying to get ahold of for this group.

Tony needs to go through our initial list and see if we get any more numbers for auction. What is the workload for Titles and Registration to see on a monthly basis to get "first dibs" on the numbers?

Is this personalized plates or 3-3 plates? Rule would be all plates.

Is it possible for titles and registration to provide a list of those that hit the 25 months rule each month?

List of those who have expired at 24 months so the group can take a look and have time to review prior to the 25<sup>th</sup> month. – Tony will need to come back with the time and FTE required to make this happen. Start with personalized plates and check on this time and then make an informed decision on total volume.

Where can we access this list that has already been activates? Peter will be told how to access the list since it is limited at this point to the Committee members only.

Maren will assure that the Rule can be reviewed at the next meeting.

**Budget:** No budget to report at this time\

**Old Business:** None at this time.

## Other Business:

Peter: SOW for the Vendor – one auction? 5 auctions? What plates are we expecting them to auction at the first auction?

Rich: Expectation is that we would loosely define parameters and have the vendor supply the details.

Gina: This goes back to William suggestion that we have a verbal RFI process.

Bob had a great idea for tiers and a way to market to the major league sports team. There would also be minimum bid associated with these too.

2-10 - \$650,000

11-24 - \$500,000

25-50 - \$300,000

51-99 - \$200,000

Auction is an event – which can contain many registrations during that time period. Suggestion would be to have a total amount of registration numbers rather than a certain number of auctions.

Bob: Need to watch timing of the dollar amounts since at a certain point some of the money goes back to the general fund. This would need to be a choice that the group needs to make.

First time out = 6 month contract with the ability to renew up to (3) one year periods over the life of that contract.

Contractor we use to get us up and running may also not be the same one to get us to sustainability.

Rich: I don't want to put parameters in place since we are not the experts.

Why is it a vendor? Content management for internet auctions etc. It is a vendor – not just to be the auctioneer.

Bob Gall: Problem with license plates. How can we assure that this issue won't continue under the plates auctioned by this group? It really is not a problem with the DMV system. It is an issue with the Denver County system and the quality of the cameras. Had those been in place, this would not have been an issue.

Kit Sage: 1982 – not duplicating numbers under DMV. Could there be consideration for motorcycle plates to be open to the single digit plates?

Maren: any reasonable person, but most of this stuff is done electronically. Need to have law enforcement weigh in on this. But all open numbers can be put on almost plate including motorcycle plates or a trailer.

Next Meeting: August 26<sup>th</sup>, 10 am

Adjorned: 12:09